

AQO

## MEMORANDUM FOR RECORD

SUBJECT: AQO Staff Meeting Minutes, Jan 22, 97

TRAINING. Due to the FY 97 budget situation, DCMC training funds are approximately 60% of the normal amount. Consequently, the money that was available had to be prioritized. The areas that will be funded are related to the following : life critical, safety, hazardous materials, contingency CAS, certain new mission areas, certain automation training to be deployed this year, and critical job training. As a result, all remaining HQ training money has been pulled for the rest of the year. AQOJ is working with the AQ Training Coordinator on alternate means of training within HQ, especially in the areas of soft skills and computer training for standard programs. Employees should take advantage of free training aids such as videos and CBTs that are available in the Kabeiseman Library, and on the internet.

SUSPENSES. It is important that all Team Chiefs pay strict attention to the AQO suspense list and ensure their suspenses are being met on time. The Commander, DCMC, will be provided a list of all AQ suspenses each Thursday, to be discussed at the Friday AQ Executive Team Standup. AQO Executive Officer will provide an updated copy of AQO suspense list to Team Chiefs at the weekly AQO Staff Meeting. Status will be due Shirley Taylor by COB each Wednesday.

### DCMC OVERHEAD CENTER.

- o DCMC-OHC completed its first site visit to DCMC Baltimore. It was a good learning experience. A west coast Defense Corporate Executive (DCE) team is conducting a visit to DCMC Van Nuys this week.

### WORKFORCE STRATEGY TEAM (AQOJ).

- o The videos for Acquisition Reform Day have been taped. They will be close-captioned this time.

- o Regarding the satellite training project, AQOJ is currently working with the Districts to identify the sites for satellite downlinks with the Districts to provide to the DASC VTC coordinator.

- o Comment period on the One Book has closed. Comments are being distributed to process owners. Revisions will be due in 2 weeks.

- o We will be submitting final 97 training budget this week.

- o The FY 98 training requirements are due from the Districts and HQ Teams by Feb 3.

## PRODUCT & MANUFACTURING ASSURANCE TEAM (AQOG).

- o Dick Kane, AQOG, is informally exploring the availability of commercial standards (e.g., ISO, ANSI) to in-plant quality assurance personnel. Recent indications are that some people are having difficulty obtaining copies of needed commercial standards/ specifications.
- o John Childers, AQOG, will attend a meeting at HQ DCMC on Friday, 24 Jan 97, with Joint Logistics Systems Center (JLSC), DLA Materiel Management, and Defense Procurement Corporate Information Management Systems Center (AQAC) personnel to plan for initial testing of the Deficiency Reporting System (DRS).
- o Dick Kane, is preparing a briefing on the Contractor Self-Oversight in Quality Assurance experiments. We expect the briefing will be delivered to the Under Secretary of Defense (Acquisition & Technology) (USD(A&T)) in the near future.

## CUSTOMER SUPPORT TEAM (AQOA).

- o AQOA is working to establish a Position Description (PD) for Liaisons. The plan is to brief the content and implementation plan for the PD on 3 Feb to AQO and to brief the same to AQ by 7 Feb.

APPROVED:

JILL E. PETTIBONE  
Executive Director  
Contract Management Policy